

## **Day-to-Day Supervision: Suggested Readings**

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- **First-Time Manager** (2005) by Loren B. Belker and Gary S. Topchik
- **Management Experience Acquired: Necessary Skills for Successfully Managing Any Employee** (2010) by Wendy N. Powell
- **Managing Projects: Expert Solutions to Everyday Challenges** (2006) by Mary Grace Duffy
- **Project Management** (1999) by Gary R. Heerkens
- **Dealing with Problem Employees: A Legal Guide** (2011) by attorneys Amy DelPo and Lisa Guerin
- **The Carrot Principle: How the Best Managers Use Recognition to Engage Their People, Retain Talent, and Accelerate Performance** (2009) by Adrian Gostick and Chester Elton
- **1001 Ways to Reward Employees** (2005) by Bob Nelson
- **From Hello to Goodbye: Proactive Tips for Maintaining Positive Employee Relations** (2011) by Christine V. Walters
- **101 Sample Write-Ups for Documenting Employee Performance Problems: A Guide to Progressive Discipline & Termination** (2010) by Paul Falcone
- **The One Minute Manager** (1982) by Kenneth H. Blanchard and Spencer Johnson
- **The Manager's Guide to HR: Hiring, Firing, Performance Evaluations, Documentation, Benefits, and Everything Else You Need to Know** (2009) by Max Muller
- **2011 Guide to Bold New Ideas for Making Work Work** (2011) by Families and Work Institute, SHRM
- **When Faster Harder Smarter Is Not Enough: Six Steps for Achieving What You Want In a Rapid-Fire World** (2002) by Kathryn D. Cramer
- **Please Don't Just Do What I Tell You, Do What Needs to Be Done: Every Employee's Guide to Making Work More Rewarding** (2001) by Robert B. Nelson and Ken Blanchard